

**312th MI BN
Family Guide to Deployment**

January 2004

**312th MI BN
1st Cavalry Division
Fort Hood, Texas**

SILENT WARRIORS!

Silent Warrior Families,

This handbook is designed to provide you with essential information you may need while your soldier is deployed away from Fort Hood in support of Operation Iraqi Freedom.

You can be proud that your soldier is part of a great team. The 312th Military Intelligence Battalion is one of the most decorated battalions in the United States Army today. It provides superb support to the 1st Cavalry Division and its lineage includes service in the Pacific Theater during World War II, the Korean War, Vietnam, Desert Storm, Bosnia, and most recently Operation Enduring Freedom.

We've worked hard to prepare ourselves for this deployment, to successfully complete our assigned missions, and to return every *Silent Warrior* soldier home safely. I appreciate the sacrifices you've made to allow this vital training to occur. I also appreciate the preparations you've made to keep your family safe and steadfast during the months ahead. Soldiers must focus on skills that will keep them alive and they can only do that when they know their families are safe and secure back home. We recognize that having a plan to sustain the family finances, to keep the family's vehicles and home operational, and to continue to nurture and educate your children all contribute to soldier readiness. That's why Family Readiness Groups in our companies and battalion are so important. I encourage each of you to take advantage of this marvelous resource and the talented spouses who comprise our battalion family. They will be a source of support, fellowship, humor, perspective and inspiration while your soldier is deployed.

Additionally, we will maintain an active Rear Detachment, located within the Engineer Brigade Headquarters, to help you with specific problems that arise. CPT McIntire and her staff have been trained to tackle many common deployment challenges or direct you to the right agency that can help. Please feel free to come in during duty hours to seek her assistance. Their contact information is in this handbook.

Finally, we have created a battalion Internet Website to keep you informed on battalion activities both here at Fort Hood and in the CENTCOM Theater. Please pass this site to family members across the country. It will help bridge the distance between you, your family, and your deployed soldier.

SILENT WARRIORS!

CHRISTOPHER S. BALLARD
LTC, MI
Commanding

BATTALION COMMANDER

BATTALION COMMANDER

Chaplain Maracle's Words
For the Family Guide to Deployment

Deployments of all kinds seem to be the food of the First Cavalry Division. The Division has a healthy appetite. Each of us who are soldiers are swallowed up into a never ending stream of taskings that pull us to NTC, to Bosnia, to Kuwait, and to other places, we never thought we would see. In fact, staying at Fort Hood and supporting those who leave can be even more demanding on one's energy. As soldiers, this is a part of our commitment to serve, and is also a part of the challenge of military life. Yet, soldiers are not the only ones to feel the heavy weight of the deployments and the burden of separation.

Our loved ones also carry the heavy burden. We go, but they stay at home. Our wives and husbands, our children, our parents, and our friends are left behind here at Fort Hood. It is not easy to leave those we love for a far away foreign land. We miss each other. Separation causes the family to go through a wrenching and a pulling, which often causes damage. Often families are unable to survive the trauma. The damage is occasionally terminal. The stress on a military family is tremendous; and we make a sacrifice that no other career can come close to. Is there somewhere to turn for help?

We do not have to bear this burden of deployment and separation alone. You do have a wider community, an Army community that understands and cares. For you, the **Family Readiness Group** (FRG) is one avenue to help when your loved one is on a deployment. Those of us involved in the 312th Military Intelligence Battalion FRG is able to lend a helping hand to any spouse in need. Army spouses are a part of every FRG, and can help you to work through the tough times during a deployment. Army Community Services is also here to meet your financial and family needs. First Cavalry Division has a wide range of religious and community resources that can help you.

You are not without a friend. I encourage you to keep active in the Family Readiness Groups. These groups may not be perfect, because none of us are. However, they do help. Stay close to your Army family, your religious communities, and other people who care about you, and your love ones. I guarantee you this; you are loved and cared for.

TIMOTHY MARACLE
Chaplain (CPT) USA
Battalion Chaplain

CHAPLAIN (287-8046)

In case of emergency call 911

AER (Army Emergency Relief)	288-5003
American Red Cross (24 hours)	1-877-272-7337/287-4745
To schedule classes	287-8979/286-5040
Battalion Staff Duty	287-2714
Emergency Room (Darnall after hours)	287-8113/8114
Emergency Food Assistance	554-3400
Fire	
Off-post	911
On-post	117
HOTLINE (24 hour Chaplain)	287-CHAP
MP (Military Police) Desk at Fort Hood	287-4001
Spouse/Child Abuse	288-6774

EMERGENCY NUMBERS

Alcohol and Drug Abuse Prevention Services	287-7497
Alcoholics' Anonymous (Killeen)	634-5959
Army Community Service (ACS)	
Consumer Affairs	287-8982/287-CITY (2489)/288-2866
Welcoming and Relocation Assistance	287-4471/4485/8595
Loan Closet	287-4471/4485/8595
Mobilization & Deployment	288-5156
Army Continuing Education Services (ACES)	287-4824
Civilian Personnel Advisory Center	288-2002
Cove House	547-4673
Dental	28-TOOTH
Family Advocacy Program	287-6774
312 th Command Financial Specialist	286-5040
Garrison Chaplain's Office	288-6545
Information, Tour, and Travel (ITR)	287-7310
Lane Volunteer Center	287-8657
Legal Aid Society of Central Texas	1 (800) 234-6606
Legal Assistance (1st Cav)	287-3199
Medical (Darnall Army Community Hospital)	
Information	288-8000
Appointments	288-8888
Patient Assistance	288-8156/8168
Darnall Emergency Room (after hours)	287-8113/8114
Physical Activities Division	287-1306
Rear Detachment	287-0753
Salvation Army	634-7172
Texas Workforce Commission	200-2000
United Way Agencies	634-0660
Youth Services	287-0335/288-1398/288-1699

USEFUL PHONE NUMBERS

American Red Cross

The American Red Cross is here to provide certain services to you and your family members. In the event of death or illness or other emergency concerning immediate family, call the Red Cross (287-4745) to notify your military family member if deployed. American Red Cross is located in two places:

1. Emergency Services in Building 1822 (old white WWII buildings) on Battalion Avenue and 49th Street next to the Oveta Culp University Center (near Hood Road). They can be reached at **287-4745/4746 (24 hour line)**.
2. Classes and Disaster Relief are in Building 1850 on the corner of Battalion Avenue and 50th Street call **532-3800**.

Some of their services include:

1. Counseling.
2. Reporting services: Emergency leave, emergency situations at home, compassionate reassignment, overseas deferment, and hardship discharge.
3. Emergency financial assistance.
4. Volunteer opportunities.
5. Discharge and review board counseling.
6. Health, safety, and lifestyle courses: AIDS education, CPR, First Aid, and baby-sitters class. For courses call **532-3800**.

Army Emergency Relief (AER) [Part of Army Community Service (ACS)]

AER is a non-profit organization with the sole mission of helping soldiers and their families in times of legitimate emergency financial needs. They provide emergency financial assistance in the form of an interest-free loan and/or grant. They also offer information regarding the AER educational assistance program. AER is located in Building 1 on 761st Tank Battalion Avenue (across from the III Corps Building). They can be reached at **288-5003**. (MUST CONTACT BN CFS FIRST.)

Assistance is provided for:

- Rent to prevent eviction
- Utilities to prevent shut-off
- Emergency travel
- Food

AER considers other emergencies on a case-by-case basis.

For assistance you should:

- Contact the 312th Command Financial Specialist (CFS)
SFC Harding @ 286-5040

For more information see III Corps and FH PAM 608-3 Family Support (Readiness) Guide to Deployment.

**A chaplain can be reached 24 hours a day by calling:
287-CHAP (287-4357)**

Other counseling services can be reached at:

Alcohol and Drug Prevention	287-2943
Child Abuse Problems	287-CARE (287-2273)
Child and Adolescent Clinic	287-7650
Community Mental Health	287-5131
Counseling Chaplain Family Life Center	287-6310
Engineer Brigade Chaplain	287-8615
312th Military Intelligence Battalion Chaplain	287-8653
58th Street Chapel Desk	287-4034
Families in Crisis HOTLINE	634-8309
Families in Crisis	634-1184
Social Work Services	288-6474

COUNSELING

FORT HOOD CHAPEL SERVICES

PROTESTANT WORSHIP SERVICES

All on Sunday	0900	33rd St. Chapel
Traditional	0930	1CD Memorial Chapel (73rd St & Battalion Ave.)
	1100	4ID Memorial Chapel (25th St & Battalion Ave.)
	1100	13th COSCOM Chapel (67th St & Battalion Ave.)
Contemporary	1100	1CD Memorial Chapel
	1100	West Fort Hood Chapel
(For single soldiers)	1800	4ID Memorial Chapel
Gospel	1100	Post Chapel (Old Copperas Cove Rd)
	1100 (temporary)	76th Street Chapel (At Smith Middle School on Tank Destroyer behind commissary)
	1100 (temporary)	19th Street Chapel (At building 134 near clothing sales on 761st Tank Bn Ave)
Charismatic	1600	13th COSCOM Chapel
Lutheran	0900	4ID Memorial Chapel
Samoan	1300	1CD Memorial Chapel
Episcopal	0900	Hospital Chapel (Basement level)

CATHOLIC MASS

<i>Monday-Friday</i>	0630 (Daily Mass)	Hospital Chapel
	1130 (Daily Rosary)	Red Team Chapel (58th St & Bn Ave)
	1200 (Daily Mass)	Red Team Chapel
<i>Saturday</i>	1430 (Confession)	Red Team Chapel
<i>Sunday</i>	0815	Post Chapel
	1000	Red Team Chapel
	1200 (Spanish)	Red Team Chapel
	1230	4ID Memorial Chapel
	1700	Post Chapel

ORTHODOX SERVICE

<i>Sunday</i>	0900	13th COSCOM Chapel
	1000	Hospital Auditorium (Basement level classroom 1 & 2)

JEWISH SERVICE

<i>Friday</i>	1800	West Fort Hood Chapel
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When your spouse departs for duty, many tasks, which are normally handled by one of you alone or by both of you, are going to be your responsibility. Some of you are already prepared, but for others this may be your first attempt at handling everything while your spouse is gone. Because of this, some of the following lists of items need to be discussed between you and your spouse before he or she leaves. This list is not all-inclusive, but it serves as a guideline, which you can follow to get ready:

Do you know where these items are located?

- Wills
- Life Insurance Policies
- Birth Certificates
- Shot Records
- Medical Records
- Power of Attorney
- Lease
- Checkbook/Bank Account Number
- ATM Card/PIN Number
- Marriage License
- Adoption Papers
- Tax Forms
- Baptismal Certificates
- Children's School Records

Some things may expire during your spouse's absence. Do you know when they expire? Some of these may be:

- Dependent ID Cards
- Auto Insurance
- Auto Registration
- Auto State Inspection
- Household Property Insurance
- Lease/Rental Agreements
- Club Memberships
- Driver's License
- Renter's Insurance
- Credit Cards
- Magazine Subscriptions

What about child care? Some arrangements you might consider are:

- Special medications for your child
- Babysitters
- Youth Activities
- Appointments with Doctors
- Transportation to and from School
- School Transfers
- ID Cards (children 10 and over must have a military dependent ID Card)

How about emergency telephone numbers and locations? You should know how to obtain:

- Emergency Medical Care
- Dental Care
- Police
- Fire Department
- Pest Control
- Work Order Desk
- Plumber
- Electrician
- AER
- Rear Detachment Commander
- Family Readiness Group Leader
- Landlord

NOTE: Most of the phone numbers above can be found in this booklet, but it is always best to double check the phone book since you may be living in a different town/area that is not covered in this booklet.

Monthly bills have to be paid. Do you know all you need to know about them? Prepare yourself a list using these guidelines:

- Creditor Name-
- Address-
- Phone Number-
- Account Balance-
- Due Date of Payment-
- Amount Due-
- Credit Limit-
- Expiration Date for Credit Cards-
- Authorization to use Credit Cards-

TEAMWORK

Taking care of automobiles. What may need to be done? When? Where?

Oil Changes
Types of Gas
Tune-ups
A good, reliable mechanic
Tire Pressure
Tire Rotations
Insurance
Registration
State Inspection

You never know what information you may be asked about your spouse. Do you have it all?

Guidelines:

Full Name
Social Security Number
Rank/Grade
Company/Battalion/Branch

Home of Record Address

Birth Date
Birth Place
Naturalization Information (if applicable)
Parent's Name
Parent's Address/Phone Number

If you are able to provide this information quickly and easily, you will be much better prepared when your spouse goes to the field or gets deployed.

BATTALION BUSINESS

Depending in the field problem/deployment, you will usually be given a Chain of Concern Roster of phone numbers which shows who you should call first if there is a problem. If you have not received one for a deployment, or you have never gotten one since you have been in the unit - ASK! Remember it does not hurt to ask. Usually your point of contact will be a Family Readiness Group (formerly called Family Support Group) leader or the "stayback" Commander or First Sergeant. If you are still unsure, the person in charge while the unit is away can be reached by calling the Battalion SDO/SDNCO (Staff Duty Officer/Staff Duty Non-Commissioned Officer) (254) 287-4700.

POSTAL INFORMATION

You can usually send mail to your spouse during a deployment by using the address information provided through the Chain of Command (military personnel) or Chain of Concern (spouses). You may call your company or the SDO/SDNCO (see above) and they will be able to provide you with it.

LEAVE AND EARNINGS STATEMENT (LES)

For most deployments: In order for you to pick up your spouse's LES you need to have a Power of Attorney. Talk to your spouse to find out the specific requirements for the specific deployment, or ask the Chain of Concern or Family Readiness Group Leader.

DOUBLE CHECK BEFORE EACH FIELD EXERCISE OR DEPLOYMENT

Telephone Numbers: have handy

Financial Obligations: know what bills are due and when and where

Paycheck: if it is not a joint account, have a Power of Attorney

Names and account numbers: of banks, credit cards...

ID Cards: expiration date?

Auto: good condition? Insurance? Extra keys? Registration? Inspection?

TEAMWORK

Doctor and Dentist: have a plan to stay on track with you appointments and check-ups

*Also be sure to refer to the pamphlet **III Corps & FH PAM 608-3 Family Support Guide to Deployment**. The most current copy is dated 01 April 1998, however older copies are still useful.*

For each deployment you should receive a new Chain of Concern roster or a confirmation that the current one is still in use. If you have never received a Chain of Concern roster since you have been in the Battalion, call your corresponding Company Family Readiness Group Leader listed below.

In the 312th Military Intelligence Battalion there are numerous caring individuals who would love to HELP our families throughout the Battalion. They are volunteers that have had some of the same worries and emergencies that can happen to any of us. Through their experiences, they have become better survivors of military life and would now like to extend their CARING and KNOWLEDGE when problems come your way. Please get to know them and the rest of the 312th Family.

HHC
Kristen Bishop

A Company
Brooke Haley
Bobbi Lawson

B Company
Chris LeClerc

C Company
Wendy Akin

D Company
Anna Walker

***The following people can be reached through the staff duty.**

YOU'RE PART OF THE TEAM

Okay, I think I've got it now...let's see...

My spouse is going because there is a job to be done.

Before my spouse leaves, we need to sit down and discuss things like those mentioned in this booklet that will help me manage while we are apart.

After my spouse leaves, I need to:

Keep myself occupied with daily activities

Keep in regular contact with other 312th spouses

Prove to myself and my spouse that I can manage my home and family while we are apart

Not let "problems" build up, but seek advice and help from friends and agencies that care about me and are anxious to help

Most of all I need to be proud of the job my spouse is doing and realize that I am an important part of the 312th Military Intelligence Battalion Family. I may not get recognized often, but my spouse could not do it without me!

TEAMWORK